

## ABOUT MONO COUNTY

**Wild** by nature, Mono County is a destination that is full of adventure. Set on the eastern slopes of California's Sierra Nevada Mountain Range, Mono County is a rare environment of natural contrasts: soaring granite peaks & spacious desert vistas, quiet lakes & bubbling hot springs, cold mountain streams, winter snows & sunny summer skies, rolling sagebrush hills & vibrant wildflower meadows.



Photo: © S. Kentala

Best of all, this natural playground is matched with a complete range of amenities & activities making it an ideal place to get away from it all. Enjoy an array of fine shops, restaurants & cafes, snowboard or bike down mountain trails, fish for trout, relax in a soothing hot spring, or paddle a kayak along the shore of an ancient inland sea.

The Town of Mammoth Lakes is the most populated area of Mono County & offers fine schools, shopping, dining, & recreation.

The County Seat is located in picturesque Bridgeport. The northern areas of the county include Topaz, Coleville & Walker, which offer

a more quiet & rural way of life, with shopping in near by Gardnerville & Carson City, Nevada.

Rat Race? Graveyard Shift? Commuting got you down? Looking for a lifestyle change with a great quality of life? Mono County's Mental Health Department has a job for you. Mono County is a sparsely populated rural county that offers a great quality of life & recreational opportunities for the outdoor enthusiast. Ski Mammoth, fish the Sierra's, enjoy working where you vacation.

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**BENEFITS:** *Mono County provides generous benefits, 2.7 % at 55 PERS retirement, medical, dental, vision & deferred compensation with County contributions...*

### TO APPLY

Application materials may be received & returned to:

**County of Mono, CAO/HR**  
**P.O. Box 696, Bridgeport, CA 93517**  
**Telephone: (760) 932-5412**  
**Fax: (760) 932-5411**  
**[tnely@mono.ca.gov](mailto:tnely@mono.ca.gov)**

**Please send applications as soon as possible. Faxes will be accepted only if the fax is sent to this office by the final filing date & time & the original application is mailed & postmarked by the final filing date.**

**SPECIAL NOTE:** *The provisions of this job bulletin do not constitute an expressed or implied contract. The County of Mono reserves the right to make necessary modifications to the recruitment plan. The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any questions or comments about the need for accommodation should be directed to HR.*

## COUNTY OF MONO



### INVITES APPLICATIONS FOR

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## MENTAL HEALTH FISCAL AND ADMINISTRATIVE SERVICES OFFICER

### FINAL FILING:

**Extended to October 30, 2009**

**SALARY \$6,211.00/month**

*Equal Employment Opportunity Employer*

## THE POSITION

The Mental Health Fiscal and Administrative Services Officer position is an appointed "at-will" Management Position which is appointed by and reports to the Mental Health Director. This is a newly created position. The position includes responsibility for developing and maintaining fiscal and data systems for the County Mental Health Department in compliance with federal, state, and local policies and requirements. The incumbent is also responsible for supervision of support staff related to these functions. The incumbent will also be assigned special projects and tasks, and may be required to make public presentations.

### Typical tasks include, but not limited to:

- Develop and manage budgets for the Mental Health and Alcohol and Drug programs for various state program staff, as well as for Mono County.
- Develop and/or implement and maintain various fiscal reporting tools to ensure accurate and timely budget information for management.
- Represent Mono County with other agencies, including state agencies, on matters relating to the fiscal aspects of applicable programs.
- Provides direct supervision, training, and overall guidance for assigned support staff.

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*Ideal candidates will have experience in the fiscal management of a County Mental Health organization. Candidates should also demonstrate excellent written, verbal, financial analysis & organizational abilities. They must work with the public and be able to clearly explain laws regulations, and policies. Respect for clients and their confidentiality is essential.*

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## QUALIFICATIONS

Any combination of education & experience that would provide the required knowledge & abilities, is qualifying. A typical way to obtain the required knowledge & abilities would be:

Five (5) years of increasingly responsible analytical experience in staff services such as management, personnel, fiscal, staff development, or data processing analysis work, including the preparation of recommendations and reports, preferably including experience in a lead or supervisory position. At least three (3) years of that experience shall included advanced fiscal analysis, budget development and control, and accounting work.

Possession of a Bachelors Degree in economics, accounting, business, public administration, or a related field is highly desirable.

### Physical Requirements & Working Conditions:

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

### Knowledge of:

- General accounting theory, principles, and practices and their application to a variety of accounting transactions and problems.
- Laws, rules, regulations, and policies affecting the financial operations and transactions of a County Mental Health Department.
- Government cost accounting and budgeting.
- Principles of account classification.
- Budget development and control.
- Computerized financial management systems.
- Purchasing methods and procedures.
- Public personnel administration policies and procedures.
- Principles of work direction, work coordination, supervision, training, and work evaluation.

## THE EXAM PROCESS

The exam process will consist of a review and competitive evaluation of the required knowledge and abilities as demonstrated on the application and supplemental questionnaire(pass/fail). Those successful in this evaluation will be invited to an oral interview (weighted 100%) with County elected officials and management staff.

### ***SUPPLEMENTAL QUESTIONNAIRE***

These questions are designed to assist you in presenting your qualifications for this position. Your answers to these questions and your employment application will be thoroughly evaluated in order to determine the most suitably qualified applicants to be invited to the oral examination. It is expected that you will be as complete and specific as possible. Your answers should be submitted on "8 1/2 x 11" paper, preferably typed and submitted with your completed employment application.

***Applications submitted without a completed supplemental questionnaire will not be considered.***

1. Describe your experience in each of the following areas: financial management, budget development and control, accounting, finance reporting, and fiscal analysis and projections.
2. Describe your management philosophy. Provide examples of how your management strategies provided for improved morale, continuous growth, and prosperity among those you have directed.